

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. 2593**

Page 1 of 2

**Agency**

**Subsequent Injury Fund**

**Executive**

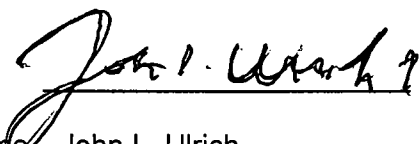
**Division/Unit**

Item No.	Description	Retention
1	<p>SIF Board Meeting Minutes (Hard Copy)</p> <p>Electronic version of these records to be Maintained under our IT Division and is Addressed in separate IT Schedule No.</p>	<p>Hard copy version to be retained 2 yrs., beginning with records dated 1/3/11 or until conclusion of next scheduled legislative audit, then transferred to Archives.</p> <p>All prior years beginning with 1/21/02 to 1/3/11 to be transferred to Archives at this time</p>
2	<p>SIF Board Annual Reports to the Governor (copies)</p> <p>Original signed reports sent to Governor, copies Are sent to various departments and copies retained at This Agency</p>	<p>Copies retained at this Agency to be retained for 10 years, then destroyed</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name John L. Ulrich

Title Director

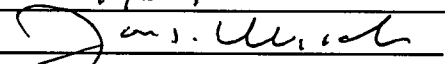
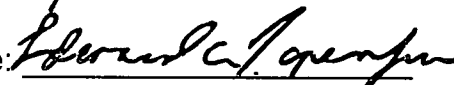
Schedule Authorized by State Archivist

Date

3/29/2012

Signature



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL</b>		Schedule No. 2593 <hr/> Page 2 of 2
Agency <b>SUBSEQUENT INJURY FUND</b>		Division/Unit <b>Executive</b>
Item No.	Description	Retention
3	<b>Employee Time Records (Hard Copy)</b> Manual employee time records maintained by Agency Director and utilized bi-weekly to verify ongoing electronic time record balances (annual leave, sick leave, personal leave and administrative leave) Bi-weekly summaries of leave time earned and used and current leave balances are provided to each active employee.	Retain for 3 years for audit purposes and then destroy.
4	<b>Fund Balance Statements</b> Printout legal size monthly and annual fund balance statements prepared for SIF Board information updates regarding SIF receivables and payables as well as continuing Fund balance information which is electronically tracked by the SIF fiscal department and prepared monthly for review by the Director for Board presentation. Also retained are printed monthly statements provided electronically to the SIF by the office of the State Director Information contained in these records also provided to the legislature as part of the Budget presentation.	Retain for ten (10) years and then destroy
Schedule Approved by Department, Agency or Division Representative. Date: <u>1/30/12</u> Signature: <u></u> Typed Name: <u>John L. Ulrich</u> Title: <u>Director</u>		Schedule Authorized by State Archivist Date: <u>3/29/2012</u> Signature: <u></u>

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL  
SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY **Subsequent Injury Fund**

2. DIVISION **Executive**

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE **SIF Board Records**

5. EARLIEST YEAR / LATEST YEAR  
**10/02 to 12/11**

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Minutes of Weekly SIF Board Meetings including appeal review data, settlement recommendation and approval data, general management information, fund balance and investment data, revenue data and payables data.

7. RECORD SERIES FORMAT(S)

☒ Letter Size      Microfilm  
☐ Legal Size      Computer Tape  
☐ Bound Book      Floppy Disk  
☐ Audio Tape      Video Tape  
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (Specify)

9. VOLUME

File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify) **Boxes**  
**8**  
Number  
**EACH BOX CONTAINS 64 FOLDERS**

10. ANNUAL ACCUMULATION

File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify) **Box**  
**1**  
Number

11. FILE IS USED

Daily      Weekly      Monthly      ☒ Annually

12. FILE BECOMES INACTIVE AFTER

**2**      Month(s)      **Year(s)**  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

**ste 110 320 E.  
Towsontown Blvd**

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify a

Yes      No      **pdf files on SIF server**

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes      ☒ No

16. AUDIT REQUIREMENTS

None      ☒ State      Federal      Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

☒ Yes      No      **Annually**

18. RECOMMENDED RETENTION

**ship original records with Board signatures to Archives and thereafter annually**

**Retain Files For 2 YRS. (Audit)**

19. NAME AND TITLE OF PREPARER

**John L. ULRICH. Director**

20. TELEPHONE NUMBER

**410-321-2940**

21. DATE

**12/9/11**

<b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page 1 Of	
1. DEPARTMENT/AGENCY <u>SIF</u>		2. DIVISION <u>Executive</u>		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE		<u>Annual Report of SIF Board to the Governor</u>		5. EARLIEST YEAR / LATEST YEAR	
				<u>2002 to 2011</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).					
<u>Annual fiscal report to the Governor</u>					
7. RECORD SERIES FORMAT(S)  <div style="display: flex; justify-content: space-between;"> <span><u>Letter Size</u></span> <span>Microfilm</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Legal Size</span> <span>Computer Tape</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Bound Book</span> <span>Floppy Disk</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Audio Tape</span> <span>Video Tape</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Other (Specify)</span> <span></span> </div>		8. RECORD SERIES SEQUENCE  <div style="display: flex; justify-content: space-between;"> <span>Alphabetical</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Numerical</span> </div> <div style="display: flex; justify-content: space-between;"> <span><u>Chronological</u></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Geographical</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Other (Specify)</span> <span></span> </div>		9. VOLUME  <div style="display: flex; justify-content: space-between;"> <span><u>10</u></span> <span>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <u>Ann.</u></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span><u>REPORTS: EACH REPORT 5+ PGS.</u></span> </div>	
				10. ANNUAL ACCUMULATION	
				<div style="display: flex; justify-content: space-between;"> <span><u>1</u></span> <span>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span><u>Annual Report</u></span> </div>	
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER			
<div style="display: flex; justify-content: space-between;"> <span>Daily</span> <span>Weekly</span> <span>Monthly</span> <span><u>Annually</u></span> </div>		<div style="display: flex; justify-content: space-between;"> <span><u>10</u></span> <span>Month(s)</span> <span><u>Year(s)</u></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
<u>320 E. TOWSON TOWN BLVD</u>		<div style="display: flex; justify-content: space-between;"> <span><u>Yes</u></span> <span>No</span> <span><u>ORIGINAL</u></span> </div>			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs		16. AUDIT REQUIREMENTS			
<div style="display: flex; justify-content: space-between;"> <span>Yes</span> <span><u>No</u></span> </div>		<div style="display: flex; justify-content: space-between;"> <span>None</span> <span><u>State</u></span> <span>Federal</span> <span>Independent</span> </div>			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)		18. RECOMMENDED RETENTION			
<div style="display: flex; justify-content: space-between;"> <span>Yes</span> <span><u>No</u></span> </div>		<u>Keep 10 yrs then DESTROY</u>			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	
<u>John L. WLRICH, JR Director</u>		<u>410-321-2940</u>		<u>12/9/11</u>	

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency Subsequent Injury Fund</p>		<p>2. Division Executive</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Manual time records</p>				<p>5. Earliest Year/Latest Year <u>2008</u> to <u>2011</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Manual employee time card records etc updated and recalculated bi-weekly</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Time cards +</u> <u>Time Sheets For Each</u> <u>Employee</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>SEPARATE Folder For</u> <u>EACH EMPLOYEE</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><u>Bi-weekly</u></p>		<p>12. File Becomes Inactive After</p> <p>Number _____    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p><u>3 YEARS - For Review BY Auditor</u></p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><u>320 E. TOWSONTOWN BLVD TOWSON</u> <u>MD 21204</u></p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <u>ELECTRONICALLY MAINTAINED</u></p>			
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><u>EACH EMPLOYEE - ANNUAL TIME</u> <u>CARDS &amp; TIME</u> <u>SHEETS</u></p>		<p>18. Recommended Retention</p> <p>3 years for audit purposes</p>			
<p>19. Name and Title of Preparer</p> <p>John L. Ulrich</p>		<p>20. Telephone Number</p> <p>410-321-2940</p>		<p>21. Date</p> <p>12/12/2011</p>	

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE _____ OF _____</p>	
<p>1. Department/Agency Subsequent Injury Fund</p>		<p>2. Division Executive</p>		<p>3. Unit</p>	
<p><b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Monthly Fund Balance reports</p>				<p>5. Earliest Year/Latest Year _____ to _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Monthly and annual Fund balance reports provided to SIF Director and SIF Board by Fiscal Dept. and also by State Treasurer's office</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>25</u> Letter Size Reports Number PER YEAR</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>MAINTAINED IN EXPANDING FOLDER</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>10</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Ste 110, 320 E. Towson Town Blvd., Towson, Md. 21204</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <u>ELECTRONICALLY BY FISCAL DEPT &amp; STATE TREASURER</u></p>			
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <u>BY FISCAL YEAR</u></p>		<p>18. Recommended Retention</p> <p><u>10</u> years <del>for each year</del> <u>10 YEARS</u></p>			
<p>19. Name and Title of Preparer</p> <p>John L. Ulrich</p>		<p>20. Telephone Number</p> <p>410-321-2940</p>		<p>21. Date</p> <p>12/12/2011</p>	